

LIBRARIAN II

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DEPARTMENT: Williamsburg Regional Library/Reference

NATURE OF WORK:

Provides reference and reader's advisory services to the public; organizes the department's special services in at least one area; assists with administration of the department; and promotes library services to the community.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides the public with the information and materials from the library's collections and from other sources by researching and interpreting print, online, and other sources; locating and recommending materials appropriate for patrons' interest and reading levels; evaluating the accuracy, currency, and usefulness of the information or materials; teaching individuals to read, view, or hear; recommending topics for reports and other assignments; and preparing booklists, library guides, and displays.

Organizes the department's special services in one or more of the following areas: electronic reference sources; print sources; education resources; consumer health resources; outreach; etc.

Develops and implements workshops and training for individuals and groups; researches in-depth reference questions; develops specialized collections, including electronic and online resources; creates instructional materials to inform and promote resources; keeps the community and local officials informed of relevant new information and materials; and serves as a library liaison to these segments of the community.

Assists with administration of the department, including maintaining, updating, and interpreting departmental and library policies and procedures; scheduling; and solving staff, patron, equipment, and building problems as needed.

Develops and presents library programs such as tours, classes story times, and training for fellow staff.

Improves the quality of library services through individual and general staff development, including attendance at workshops and conferences; serves on library committees.

Monitors patron activities in the library, handling problems as they occur.

Supervises volunteer projects.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Administers work in both an office and at a public service desk. At least 50 percent of time requires walking, light to medium lifting, reaching, bending, and other limited physical activity; operation of computers is required. Regular contact is made with employees and general public.

Computer and other office and library equipment as required. The job is located in two library buildings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic sources and personal computers.

Experience in and commitment to public service.

Knowledge of the principles, practices, techniques of library services, including reference, reader's advisory, collection development, and programming.

Knowledge of supervisory principles and skills.

Extensive knowledge of adult or children's literature and of reference sources and research techniques.

Excellent oral and written communication skills.

Ability to work effectively with the public of all ages and other library personnel.

Ability to plan and organize daily work and special projects.

MINIMUM QUALIFICATIONS:

Master of Library Science degree, or equivalent training and experience. Public library experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.